

**SERIAL 05189 RFP ELECTRONIC DATA BASE PRODUCTS AND SERVICES  
(MARICOPA COUNTY LIBRARY DISTRICT BRANCHES ONLY)  
Brodart Contract**

**DATE OF LAST REVISION: August 16, 2007 CONTRACT END DATE: May 31, 2016**

**CONTRACT PERIOD THROUGH MAY 31, 2016**

TO: All Departments  
FROM: Department of Materials Management  
SUBJECT: Contract for **ELECTRONIC DATA BASE PRODUCTS AND SERVICES  
(MARICOPA COUNTY LIBRARY DISTRICT BRANCHES ONLY)  
(NIGP 91551)**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **May 17, 2006 (Eff. 07/01/07)**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

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Wes Baysinger, Director  
Materials Management

DL/mm  
Attach

Copy to: Clerk of the Board  
Cindy Kolaczynski, Library District  
Mirheta Muslic, Materials Management



## CONTRACT PURSUANT TO RFP

SERIAL 05189-RFP

This Contract is entered into this 16<sup>th</sup> day of August, 2007 by and between the Maricopa County Library District ("District"), a political subdivision of the State of Arizona, and the Brodart Co. ("Contractor") for the purchase of Electronic Data Base Products and Services.

### 1.0 TERM:

- 1.1 The term of this Contract shall remain in effect through the 31<sup>st</sup> day of May, 2016.
- 1.2 The District may, at its option and with the agreement of the Contractor, extend the period of this Contract for additional terms not to exceed the 31<sup>st</sup> day of May, 2021. The District shall notify the Contractor in writing of its intent to extend the Contract period at least thirty (30) calendar days prior to the expiration of the original contract period, or any additional term thereafter.

### 2.0 INVOICES AND PAYMENT:

- 2.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum(s) stated in Exhibit "A.". Payment shall be made upon the County's receipt of a properly completed invoice.
- 2.2 The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:
  - 2.2.1 Company name, address and contact
  - 2.2.2 County bill-to name and contact information
  - 2.2.3 Contract Serial Number
  - 2.2.4 County purchase order number
  - 2.2.5 Invoice number and date
  - 2.2.6 Payment terms
  - 2.2.7 Date of service or delivery
  - 2.2.8 Quantity (number of days or weeks)
  - 2.2.9 Contract Item number(s)
  - 2.2.10 Description of Purchase (product or services)
  - 2.2.11 Pricing per unit of purchase
  - 2.2.12 Freight (if applicable)
  - 2.2.13 Extended price
  - 2.2.14 Mileage w/rate (if applicable)
  - 2.2.15 Arrival and completion time (if applicable)
  - 2.2.16 Total Amount Due

Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.

- 2.3 Payment will be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form (to be provided by the Procurement

Officer) or as located on the County Department of Finance Website as a fillable PDF document ([www.maricopa.gov/finance/](http://www.maricopa.gov/finance/)).

- 2.4 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

**3.0 DUTIES:**

The Contractor shall perform all duties stated in Exhibit "B."

**4.0 TERMS & CONDITIONS:**

**4.1 INDEMNIFICATION:**

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

**4.2 WARRANTY AND INDEMNIFICATION – COPYRIGHT:**

Contractor warrants and represents that it has the full right, power and authority to enter into this Contract and to grant the rights granted herein; that it has not previously licensed the interactive multimedia rights to the Material to any third party; and that County's inclusion and use of the Material will not violate any rights of any kind or nature whatsoever of any third party. Contractor shall indemnify and hold harmless County, its successors, assigns and licensees, and the respective officers, directors, agents and employees, from and against any and all claims, damages, liabilities, costs and expenses (including reasonable attorneys' fee), arising out of or in any way connected with any breach of any representation or warranty made by Contractor herein.

**4.3 WARRANTY AND INDEMNIFICATION – USE OF INTERNET:**

Contractor shall indemnify and hold District harmless from and against any claims, liabilities, damages and expenses, including, without limitation, reasonable attorney's fees relating to or arising out of Contractor's breach of any of its material obligations under this Contract. Contractor shall not be liable for any third party claims based upon or arising from District's negligent operation of the System or for any indirect, incidental or consequential damages arising from the use of or inability to use the System attributable to District's negligence, provided that Contractor is not also negligent. To the extent permitted by law, the District agrees to indemnify the Contractor against any willful or negligent actions by the District that violate the Copyright Act of 1976.

**4.4 PROCUREMENT CARD ORDERING CAPABILITY:**

The District may use a MasterCard Procurement Card, to place and make payment for orders under the Contract.

**4.5 INTERNET CAPABILITY:**

It is the intent of the District, at its option, to use the Internet to communicate under this Contract.

**4.6 NOTICES:**

All notices given pursuant to the terms of this Contract shall be addressed to:

For District:

Maricopa County Library District  
Attn: Harry Courtright, Director  
17811 N. 32<sup>nd</sup> Street  
Phoenix, Arizona 85032  
Telephone: 602.506.5751  
Fax: 602.506.4689  
E-mail: [harrycourtright@mclld.maricopa.gov](mailto:harrycourtright@mclld.maricopa.gov)

For Contractor:

Brodart Company  
Attn: Kris Anderson  
500 Arch Street  
Williamsport, Pennsylvania 17701  
Telephone: 800.233.8467  
Facsimile: 800.999.6799  
Email: [Kris.Anderson@brodart.com](mailto:Kris.Anderson@brodart.com)

**4.7 REQUIREMENTS CONTRACT:**

4.7.1 Contractor signifies its understanding and agreement by signing this document that this Contract is a requirements contract. This Contract does not guarantee any purchases will be made (minimum or maximum). Orders will only be placed when District identifies a need and issues a purchase order or a written notice to proceed.

4.7.2 District reserves the right to cancel purchase orders or notice to proceed within a reasonable period of time after issuance. Should a purchase order or notice to proceed be canceled, the District agrees to reimburse the Contractor for actual and documented costs incurred by the Contractor. The District will not reimburse the Contractor for any avoidable costs incurred after receipt of cancellation, or for lost profits, or shipment of product or performance of services prior to issuance of a purchase order or notice to proceed.

4.7.3 Contractor agrees to accept oral cancellation of purchase orders.

**4.8 PRICE ADJUSTMENTS:**

Requests for reasonable price adjustments, if any, must be submitted sixty (60) days prior to the Contract anniversary date, beginning after Year Two of the Contract. Requests for adjustment in cost of service-related labor, copyright, licensing and/or materials must be supported by appropriate documentation. If District agrees to the adjusted price terms, District shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Consumer Price Index or by performing a market survey.

**4.9 TERMINATION FOR CONVENIENCE:**

The District reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the District without penalty or recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the District. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination.

**4.10 TERMINATION FOR DEFAULT:**

4.10.1 Either party may terminate the Contract if the other party materially breaches any term or condition of the Contract and fails to remedy such breach within thirty (30) days after written notice of such breach; or becomes subject to any receivership, insolvency, bankruptcy, moratorium or similar proceeding for more than thirty (30) days. In addition to the rights reserved in the Contract, the District may terminate the Contract in whole or in part due to the failure of the Contractor to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.

4.10.2 The District may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the District for any excess costs incurred by the District in procuring materials or services in substitution for those due from the Contractor.

4.10.3 The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

**4.11 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:**

Notice is given that pursuant to A.R.S. §38-511 the District may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the District is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S §38-511 the District may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the District from any other party to the contract arising as the result of the Contract.

**4.12 OFFSET FOR DAMAGES;**

In addition to all other remedies at law or equity, the District may offset from any money due to the Contractor any amounts Contractor owes to the District for damages resulting from breach or deficiencies in performance under this contract.

**4.13 ADDITIONS/DELETIONS OF SERVICE:**

The District reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or products are required from this Contract, prices for such additions will be negotiated between the Contractor and the District.

**4.14 SUBCONTRACTING:**

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the District, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Contract Serial Number and identify the job project.

**4.15 AMENDMENTS:**

All amendments to this Contract must be in writing and signed by both parties.

**4.16 RETENTION OF RECORDS:**

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The District, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse District for the services not so adequately supported and documented.

**4.17 AUDIT DISALLOWANCES:**

If at any time, District determines that a cost for which payment has been made is a disallowed cost, such as overpayment, District shall notify the Contractor in writing of the disallowance. District shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

**4.18 ALTERNATIVE DISPUTE RESOLUTION:**

4.18.1 After the exhaustion of the administrative remedies provided in the Maricopa County Procurement Code, any contract dispute in this matter is subject to compulsory arbitration. Provided the parties participate in the arbitration in good faith, such arbitration is not binding and the parties are entitled to pursue the matter in state or federal court sitting in Maricopa County for a de novo determination on the law and facts. If the parties cannot agree on an arbitrator, each party will designate an arbitrator and those two arbitrators will agree on a third arbitrator. The three arbitrators will then serve as a panel to consider the arbitration. The parties will be equally responsible for the compensation for the arbitrator(s). The hearing, evidence, and procedure will be in accordance with Rule 74 of the Arizona Rules of Civil Procedure. Within ten (10) days of the completion of the hearing the arbitrator(s) shall:

4.18.1.1 Render a decision;

4.18.1.2 Notify the parties that the exhibits are available for retrieval; and

4.18.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).

4.18.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.

4.18.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.

**4.19 SEVERABILITY:**

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of this Contract.

**4.20 RIGHTS IN DATA:**

The District shall have the use of all data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder. Upon expiration or termination of this Contract, District will not retain any rights to the database(s) included in this Contract.

**4.21 INTEGRATION:**

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

**4.22 GOVERNING LAW:**

This Contract shall be governed by the laws of the state of Arizona. Venue for any actions or lawsuits involving this Contract will be in Maricopa County Superior Court or in the United States District Court for the District of Arizona, sitting in Phoenix, Arizona.

**4.23 ORDER OF PRECEDENCE:**

In the event of a conflict in the provisions of this Contract and Contractor's license agreement, the terms of this Contract shall prevail.

**4.24 INCORPORATION OF DOCUMENTS:**

The following are to be attached to and made part of this Contract.

4.24.1 Exhibit A, Pricing.

4.24.2 Exhibit B, Scope of Work

4.24.3 Exhibit C, Dartclix Software License Agreement

**IN WITNESS WHEREOF, this Contract is executed on the date set forth above.**

**CONTRACTOR**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE

**MARICOPA COUNTY**

\_\_\_\_\_  
DIRECTOR, MATERIALS MANAGEMENT

\_\_\_\_\_  
DATE

**APPROVED AS TO FORM:**

\_\_\_\_\_  
DEPUTY MARICOPA COUNTY ATTORNEY

\_\_\_\_\_  
DATE



**EXHIBIT A  
PRICING**

**SERIAL 05189-RFP RESOLICITATION**

~~PRICING SHEET: NIGP 95635, B0604225~~

CONTRACTOR NAME: BRODART Co.  
 VENDOR # : W000002118X  
 CONTRACTOR ADDRESS: 500 ARCH STREET  
WILLIAMSPORT, PENNSYLVANIA 17701  
 CONTRACTOR PHONE #: 800.233.8467  
 CONTRACTOR FAX #: 800.999.6799  
 COMPANY WEB SITE: www.brodart.com  
 COMPANY CONTACT (REP): KRIS ANDERSON  
 E-MAIL ADDRESS (REP): Kris.Anderson@brodart.com

WILL ACCEPT FUTURE SOLICITATIONS VIA EMAIL

WILL ACCEPT PROCUREMENT CARD, BUT DOES NOT OFFER REBATE FOR USE

DOES NOT HAVE INTERNET ORDERING CAPABILITY

OTHER GOVERNMENT ENTITIES DO NOT HAVE ACCESS TO THIS CONTRACT

PROMPT PAYMENT TERMS ARE NET 30 DAYS

THERE IS NO M/WBE PARTICIPATION IN THIS CONTRACT

**1.0 MARICOPA COUNTY LIBRARY DISTRICT LIBRARY BRANCHES**

<u>ITEM DESCRIPTION</u>	<u>PRICES BASED ON POPULATION</u>		<u>% OFF LIST</u>
	<u>List Price</u>	<u>Cost</u>	
<i>1.1 DartClix</i>	<u>\$4,625</u>	<u>\$4,625</u>	<u>N/A</u>

## EXHIBIT B

### SCOPE OF WORK

#### 1.0 INTENT:

- 1.1 This Contract is for electronic products and services. Products and services provided under this Contract are intended for use by Maricopa County Library District (District) Library Branches only. Contractor's products and services shall allow for unlimited, simultaneous access by users of the following District Library Branches:

Aguila Branch Library	Gila Bend Branch Library	Northwest Regional Library
Campbell Branch Library	Guadalupe Branch Library	Perry Branch Library
Civic Center Library	Hollyhock Branch Library	Queen Creek Branch Library
El Mirage Branch Library	Litchfield Park Branch Library	Robson Branch Library
Fountain Hills Branch Library	North Valley Regional Library	Southeast Regional Library

NOTE: As new branches are opened, they will be added to this Contract through mutual agreement between the parties.

- 1.2 New contractors may be added to this Contract for these services during the term of the Contract as appropriate in order to meet the continuing needs of the District.

#### 2.0 SCOPE OF SERVICES:

- 2.1 Contractor shall provide a *DartClix* subscription via FTP to all District library branches for unlimited usage and unlimited viewing, printing and downloading of citations and articles from inside the libraries and, if applicable, via remote customer access. Additional Core Subject Areas may be added to this Contract as funding becomes available.

#### 2.2 TAX:

2.2.1 The District is exempt from any out-of-state tax on the purchase of books, electronic information and audio/visual materials. Tax Exempt numbers are not issued by the County. A copy of the Arizona Law providing this exemption will be provided at the time of account set-up if requested by Contractor.

2.2.2 An in-state contractor may only charge the city sales tax for the city within which the Contractor is located. The exception to this is where the Arizona city has also exempted these taxes.

2.2.3 No tax on labor services:

#### 2.3 SERVICE DELIVERY:

It shall be the Contractor's responsibility to ensure service is satisfactory, continuous and uninterrupted at all times during the Contract term. Failure to meet this requirement may result in the Contract being terminated in accordance with Contract Terms and Conditions.

**BRODART CO., 500 ARCH STREET, WILLIAMSPORT, PA 17701**

PRICING SHEET: NIGP 9155102

Terms:	NET 30
Vendor Number:	W000002118 X
Telephone Number:	570/326-2461
Fax Number:	800/999-6899
Contact Person:	Kris Anderson
E-mail Address:	<a href="mailto:kris.anderson@brodart.com">kris.anderson@brodart.com</a>
Company Web Site:	<a href="http://www.brodart.com">www.brodart.com</a>
Contract Period:	To cover the period ending <b>May 31, 2016.</b>